

MSFC Undefined Contract Action (UCA) Checklist
(FAR 43.2, NFS 1843.2 and 1843.70, Marshall Work Instruction (MWI) 5143.1)
Updated 11/24/2015

1. The requiring activity shall notify procurement that an urgent requirement for contract change may potentially exist (NFS 1843.70 and MWI 5143.1).
2. CO/Contract Specialist shall look for alternative ways to meet the requirement other than issuing a UCA (if an alternative is not sufficient proceed to the next step).
3. The requiring activity shall draft and coordinate the Statement of Work (SOW) or SOW change that is necessitating the UCA. The requiring activity will provide a Government Cost Estimate for an anticipated Not-to-Exceed (NTE) amount for the SOW.
4. *The requiring activity shall prepare and sign a Procurement/Change Request (certification that funds are already available in the contract or will be made available for this action)
5. CO/Contract Specialist will generate a Contract Change Authorization (CCA) (MSFC Form 4641) based on the requiring activity's prepared procurement/change request. The CCA shall be reviewed and approved with the modification as it proceeds.
6. CO/Contract Specialist sends a request to the contractor with the SOW to obtain a written Not-to-Exceed amount from the contractor. The request for the NTE amount should also instruct the contractor to provide any ground rules and assumptions for the NTE (schedule for performance, provision for Government property, limitations from the contractor) and a sufficient level of information on the basis of estimate to allow the Government to understand the contractor generated NTE amount. For undefinitized contract actions with a Government estimate greater than \$1,000,000 and not excepted under subpart 1843.7004, a 180 day funding profile shall be obtained from the contractor prior to execution of the undefinitized contract action. Undefinitized contract actions with a Government estimated cost or price greater than \$1,000,000 shall include a requirement that the change shall be separately accounted for by the contractor to the degree necessary to provide the contracting officer visibility into actual costs incurred pending definitization. The contracting officer may waive this requirement for individual actions if there is a documented finding that such accounting procedures would not be cost effective. The requiring Office shall notify the appropriate approving official (the Head of the Contracting Activity (HCA) - see UCA policy for thresholds) of the anticipated action and coordinate with the CO/Contract Specialist.
7. CO/Contract Specialist will prepare a bilateral modification (SF30) (for UCAs exceeding \$150,000). After review and signature by the Contractor, the CO shall send the modification forward in a file as stated below for execution.
8. CO/Contract Specialist will prepare contract file as follows for HCA approval:
 - a. Place MSFC Form 4063 "Route Sheet Award Document," on the cover of the folder indicating the routing of the file to PS01 for review (LS01 review is determined by the Procurement Officer)
 - b. Right side of the folder shall include 1) NASA Form 1098, 2) Change Request and 3) other applicable documents, such as letters received from the contractor
 - c. Left side of the folder shall include the CCA (this shall be signed by the CO, COR, and as applicable, the Procurement Officer, or the HCA). If approval to waive the NTE requirement is requested, the request and its rationale shall be added to the "Additional Comments" line of the form.

9. For UCA's which require NASA Headquarters (HQ) approval the CO/CS shall first obtain the Procurement Officer's approval. Then the CO/CS shall coordinate with the HQ's Liaison to obtain the necessary HQ approvals.
10. The CCA shall serve as the memorandum for record.
11. CO/Contract Specialist is responsible for processing the modification in CMM and completion and distribution of FPDS-NG.

Note: NFS 1843.7005 - Undefined contract actions should be sufficiently complete and detailed as to enable the contractor to begin immediate preparation of a cost proposal for the changed requirement. The NASA goal is to definitize UCAs within 180 days from date of issuance.

*Note: Procurement or change requests are provided in different forms depending upon the organization. Often it is provided as a Contracting Officer's Special Instruction Sheet (COSIS/MSFC Form 4179) or Configuration Control Board Directive (CCBD).